



U.S. General Services Administration

GWACs

GOVERNMENTWIDE ACQUISITION CONTRACTS

Part 2

Acquisition
Excellence





Part 2 Agenda

Ordering Steps
Questions



Ordering Steps

- 1. Ordering Official Receives the Requirement**
- 2. Develop Acquisition Strategy**
- 3. Prepare and Issue RFP/RFQ**
- 4. Receive and Evaluate Proposals and Document Award**
- 5. Issue Task Order and Provide Feedback**



Ordering Steps

1. **Ordering Official Receives the Requirement**
 - **GWAC Center will:**
 - ✓ **Review Statement of Work (SOW) for scope**
 - ✓ **Provide guidance and assistance on the GWAC vehicles and answer all contractual questions**
2. **Develop acquisition strategy**
 - **Acquisition plan required (FAR 7.105)**



Ordering Steps

2. Develop Acquisition Strategy

- Develop placement procedures that will provide each awardees a fair opportunity to be considered for each order
 - ✓ Outreach efforts to maximize competition
 - ✓ Request RFI or Draft Statements of Work
 - ✓ Consider using *e-Buy* to issue RFIs and RFPs
- Tailor the procedures to each acquisition
- Consider price or cost under each order as one of the factors in the selection decision
- Formal evaluation plans or scoring of quotes or offers are not required



Ordering Steps

3. Prepare and Issue RFP/RFQ

- Use streamlined ordering procedures in FAR 16.505
 - ✓ FAR Part 6 and Subpart 15.3 do not apply
- Fair Opportunity (FAR 16.505(b)(1))
 - ✓ Send to all Industry Partners within GWAC pool
- Exceptions to Fair Opportunity
 - ✓ FAR 16.505 (b)(2)
 - ✓ 8(a) STARS GWAC



Ordering Steps

3. Prepare and Issue RFP/RFQ

- **Statement of Work, Performance Work Statement or Statement of Objectives to communicate requirement**
- **Describe all services to be performed or supplies to be delivered**
- **Include any special instructions**
- **Specify how proposals should be received**
 - ✓ **Timelines, closing dates and other limitations**
- **State evaluation criteria**
- **Proposal may be written, oral or combination**



Ordering Procedures

4. Receive and Evaluate Proposals/Quotes and Document Award

- Follow stated evaluation methodology**
- Negotiate ceiling rates if applicable**
- G&A, Other Direct Cost (ODC) multiplier, material handling rates applied IAW with each GWAC's terms and conditions**
- Ordering Agency Contracting Officer (OACO) will make determination of fair and reasonable price (FAR 15.4)**



Ordering Procedures

4. Receive and Evaluate Proposal/Quotes and Document Award

- Individual TOs shall clearly describe all services to be performed or supplies to be delivered, so full cost/price for performance can be established
- Include basis of award and the rationale for any tradeoffs among cost or price and non-cost consideration in making the award
 - ✓ Documentation need not quantify the tradeoffs that led to the decision



Ordering Procedures

5. Issue Task Order and Provide Feedback

- Provide unsuccessful offerors feedback, if requested**
- Feedback not required but recommended**

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- Solutions-based IT contracts
- Pre-qualified contractors
- Full gamut of contract types
- Dual levels of competition
- Non-protestable task orders
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GWAC Program Offices

Enterprise GWAC Center

www.gsa.gov/egc

877-534-2208

Greater Southwest Acquisition Center

GWAC Division

877-929-4822

Small Business GWAC Center

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877-327-8732



Questions?